

# Seattle Management Association

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## Excellence in Management Awards

The *Excellence in Management Awards Program* recognizes the accomplishments and skills of public employees based on peer nomination and selection. Any employee, work group or team is eligible for nomination. Some categories require SMA membership. Awards will be presented at SMA's Annual Member Appreciation and Awards Banquet on December 8<sup>th</sup>. Limited seating will be available for team winners at this event. **Nominations due October 28, 2011.**

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### 1. Member of the Year

This award recognizes a SMA member who exemplifies the Association's mission and values to promote excellence and integrity in public sector management or leadership.

#### ***Performance Examples:***

- *Membership:* Frequently attends events sponsored by SMA, invites other members and non-members to attend events.
- *Mentorship/Training:* Contributes to the continued development of skilled public sector leaders through mentorship, by conducting formal/informal training to help transfer institutional knowledge or to share technical expertise in their profession.

### 2. Leadership Award

This award recognizes an individual or any SMA Member who consistently demonstrates the qualities of an effective and/or inspirational leader.

#### ***Performance Examples:***

- *Strategic Thinking:* Nominees in this category demonstrate strategic thinking and/or creative problem solving skills that result in accomplishments that represent excellence for their organization.
- *Motivates Staff:* Much of the success of the nominee in this category comes from their ability to motivate staff to contribute their best work and to positively represent the work of the organization and public sector employees.
- *Leadership:* A member that leads by example as an employee, supervisor or manager by promoting responsible government and ethical best practices in the work that they perform.

### 3. Planning and Project Management Award

This award recognizes an individual, project, or program manager who has demonstrated outstanding leadership in establishing courses of actions for self and others to ensure that work is completed efficiently and successfully.

#### ***Performance Examples:***

- *Planning and Implementation:* Ability to identify the sequence of tasks and the resources needed to achieve the goal or deliver the project and are successful at prioritizing key action steps. Anticipates the impacts and risks of decisions and actions. Project goal is reached by

creating realistic schedules for projects, plans are followed and progress is evaluated against the schedule and goal. Consideration is given to organizational mission and values and integrates throughout the life of the project.

- *Collaboration:* Demonstrates leadership by seeking and using others' input about critical actions, timelines, sequencing, scope, methodology, expected outcomes, and priorities. This nominee recognizes potential challenges and opportunities and skillfully adjusts plans based on input.
- *Management and Leadership:* Successfully monitors and evaluates social, fiscal, and political trends as well as risks and decisions that affect the plan. This nominee demonstrates leadership in efficiently and effectively preparing strategies to manage implementation, problems or drastic changes that impact the delivery of the project.

#### **4. Management in the Field Award**

This award recognizes an individual and/or team who has done outstanding work in the field and acknowledges that some of our most important work is not done in offices but at locations throughout the city.

##### ***Performance Examples:***

- *Infrastructure Operations:* Effectively manage the critical tasks that make it possible for the public sector infrastructure to operate and provide reliable service to customers.
- *Customer Service:* Balances the critical needs of field operations that maintain and protect the community while providing effective and timely customer service.
- *Communications:* Demonstrates the ability to work under the scrutiny of the public and the media. Effectively communicates critical information under often difficult circumstances.

#### **5. Management Support Award**

Beside every great manager is an outstanding individual or team who reads between the lines and gets things done. This award recognizes the very important work of an individual or team that delivers support to management.

##### ***Performance Examples:***

- *Proactive:* Proactively generates own work to get things done.
- *Timely:* Completes work efficiently within the time allocated and accurately performs work. Checks all completed work for accuracy before giving to senior team member.
- *Teamwork:* Works within a team well. Gets on with others and participates in the team tasks.
- *Innovative:* Suggests new ideas and solutions to improve performance of the team.

#### **6. Management in Race and Social Justice Award**

This award recognizes a person or team who has shown exceptional leadership in embracing cultural and ethnic diversity as an asset; eliminating institutional systems, practices, and policies that serve as barriers to race and social justice; and transforming civic and citizen engagement processes for greater inclusion and equity.

##### ***Performance Examples:***

- *Assess community conditions and the desired community impact:* Demonstration of clear documentation of racial inequities and development of specific goals and outcomes to



reduce racial inequity. Demonstration of adjusting strategies to keep pace with changing needs and racial demographics.

- *Expand opportunity and access for individuals:* Evidence of increasing opportunity and/or access for those who historically have been excluded, including communities of color and immigrant and refugee communities.
- *Affect systemic change:* Evidence of changing the way in which the City operates systemically so that racial disparities are eliminated. Evidence of changed policies and practices that perpetuate racial disparities and/or institutionalized racism.
- *Promote racially inclusive collaboration and civic engagement:* Demonstration of collaboration that fosters mutual respect among people who fully represent Seattle's racial diversity; providing opportunities for program participants and leaders or people affected by a policy to take action to address racial inequity, and fostering greater participation in civic engagement that can promote leadership in racial equity efforts.
- *Educate on racial issues and raises racial consciousness:* Evidence of educating about the importance of historical and contemporary facts regarding race, racism, and/or culture, educates and encourages sharing about race and racism.

## **7. Volunteer Service**

The Seattle Management Association Volunteer Service Award recognizes a public sector employee who exemplifies the spirit of community service and a dedication to volunteerism.

### ***Performance Examples:***

- *Service Commitment:* Evidence of volunteer time committed that go 'above and beyond' what is ordinarily expected of a volunteer. This may include contributions to multiple activities, areas or projects. This may also include volunteer time committed through employer programs such as the City's Employee Giving and Volunteer Program.
- *Financial Contributions:* Evidence of monetary contributions that go 'above and beyond' what is ordinarily expected of a volunteer. This may include monetary contributions made to multiple activities, areas or projects.
- *Inspiring Service:* Demonstration of the volunteer's positive impact on others by inspiring others to volunteer or make monetary contributions.
- *Leadership:* Demonstration of the volunteer's dependability, enthusiasm and leadership qualities. Nominee serves as a role model for others.

## **8. Environmental Stewardship**

This award acknowledges teams or individuals who have taken action to protect the environment by using alternative modes of transportation, innovation and/or application of environmental solutions, and promoting environmental stewardship. Nominees in this category demonstrate environmental leadership in areas of carbon neutrality, energy conservation, recycling and making economic choices now that are sustainable.

### ***Performance Examples:***

- *Leadership:* A member that has demonstrated the need for public policies, strategies, and regulations to protect and enhance environmental stewardship, such as land use planning, compatible zoning, setbacks and buffers, natural landscaping, local parks acquisition, natural area management, and watershed management.
- *Sustainability:* A member that is actively working on sustainability issues and development.

## **9. Ongoing Team Success**

This award acknowledges an organizationally recognized team of three or more people that is not project based, whose function as a team has enabled the group to achieve a high level of service and reliability. Nomination should include a complete list of members.

### ***Performance Examples:***

- *Performance in Difficult Circumstances:* Continues to perform their mission under difficult circumstances without major impact to responsiveness.
- *Service Delivery:* Successfully delivers a service or carry out a process with focused awareness of their customers, while maintaining sound fiscal practices and possibly savings.